

**OFFICE OF THE MAYOR
CITY AND COUNTY OF HONOLULU**

530 SOUTH KING STREET, ROOM 300 • HONOLULU, HAWAII 96813
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KIRK CALDWELL
MAYOR

EMBER LEE SHINN
MANAGING DIRECTOR

GEORGETTE T. DEEMER
DEPUTY MANAGING DIRECTOR

December 23, 2013

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CITY CLERK
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2014 JAN -6 PM 4:22

The Honorable Ernest Y. Martin, Chair
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Martin and Councilmembers:

Pursuant to Section 13-103(b) of the Revised Charter of the City and County of Honolulu, I hereby appoint, subject to confirmation by your Honorable Body, Diane Peters-Nguyen as a member of the Salary Commission. Ms. Peters-Nguyen will succeed James Donovan III and serve for a term to expire on January 15, 2018. I would appreciate your favorable consideration of Ms. Peters-Nguyen's appointment and request adoption by the City Council in the most expedient manner possible.

I have enclosed Ms. Peters-Nguyen's personal information form for your review. For any general inquiries you may have regarding this appointment, please contact my executive assistant, Justin Gruenstein, at 768-6603.

Sincerely,

A handwritten signature in black ink, appearing to read "Kirk Caldwell", is written over a horizontal line.

Kirk Caldwell
Mayor

Enclosure

cc: Ms. Diane Peters-Nguyen
Salary Commission
Ethics Commission

CITY AND COUNTY OF HONOLULU
MAYOR APPOINTMENT / BOARD OR COMMISSION MEMBER
NOMINATION FORM

1. Position Nominated to: Salary Commission
2. Name: Diane Peters-Nguyen
(First) (Middle) (Last)
3. Are you a citizen of the United States? Yes ☒ No ☐
Are you a resident of the City and County of Honolulu? Yes ☒ No ☐
If yes, how long 20 years
Are you a registered voter in the City and County of Honolulu? Yes ☒ No ☐
4. Political affiliation (Civil Service Commission and Liquor Commission nominees only) _____
5. Occupation: university vice president
6. Name and address of employer or firm:
Chaminade University 3140 Waiialae Ave, Honolulu, Hi 96816
7. Does your employer do any business with the City and County of Honolulu?
Yes ☐ No ☒ If yes, state the nature of business and approximate dollar amount in the last five years:

8. Do you or does any member of your immediate family hold office or own stock in any firm?
Yes ☒ No ☐
9. Does the firm do business with the City and County of Honolulu? Yes ☐ No ☒
If yes, provide details including the name(s) of the firm:

10. Do you have any part-time employment, professional activity, or financial interests other than those indicated in the previous question? Yes ☒ No ☐
If yes, provide details:
I serve on numerous community boards and non-profit boards (non-remunerated).
11. Do you foresee any possible conflict between your present work, financial investments, business transactions or any other activity which would be incompatible with the proper discharge of your official duties or hinder you from effectively carrying out the duties for which you have been appointed? Yes ☐ No ☒
12. Are any members of your family employed by the City and County of Honolulu or any attached agency? Yes ☐ No ☒ If yes, please specify the department and division:

13. Are there any incidents in your past that may jeopardize your nomination
Yes ☐ No ☒

14. Have you ever been convicted of a felony? If yes, provide details:

No.

15. Education:

Kamehameha Schools, UC Santa Barbara (BA), George Washington Univ (MA)

16. Provide a summary of major work experience for the last ten (10) years. Begin with your present job including military (attach additional sheets if necessary or resume):

See attached resume.

17. Community activities, etc. (also list any service on any other board or commission Federal, State or County):

See attached resume.

18. Have you ever been a member of a board or commission with the City and County of Honolulu?

Yes ☒ No ☐ If yes, provide name(s) of board/commission:

City and County of Honolulu Planning Commission

19. Will you be able to commit to the full term of this appointment? Yes ☒ No ☒

20. Will you be able to commit to meeting dates and times? Yes ☒ No ☐

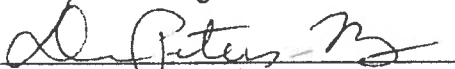
21. Are you regularly away from Honolulu? Yes ☐ No ☒ If yes, please explain:

22. Are you willing to make a confidential financial disclosure to the city Ethics Commission upon appointment and yearly thereafter? Yes ☒ No ☐

23. What do you understand to be the prime duties of your county appointment?

Set the salaries for city and county elected officials

The above statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.


(Signature)

12-19-13
(Date)

The completed form and any attachment(s) will be posted by the City Clerk and available on the City's DocuShare Website.

DIANE PETERS-NGUYEN

EMPLOYMENT

Chaminade University of Honolulu. (5/07 to present)

Vice President of Institutional Advancement.

Lead, oversee and direct development, alumni relations, foundation and donor relations, marketing, communications, and external relations. Played a key role in the capping of the \$66 million Transformations campaign. Serve as Trustee of Chaminade University Educational Foundation, overseeing endowment. Raised overall visibility of institution through a concerted communications campaign. Recruited over 20 major business and community leaders to serve on university's two major advisory boards.

The Limtiaco Company, Honolulu, Hawaii. (3/00 – 12/06)

Part-owner and Vice President of Corporate and Public Affairs.

Vastly expanded firm's client base and developed new public affairs branch. Managed a team to handle PR accounts for clients in fields from aquaculture to education and real estate development. Client services included public relations, marketing, public education campaigns, issues management, community outreach, and corporate communications. Secured thousands of editorial placements for clients, including regional and national.

The Oceanic Institute, Waimanalo, Hawaii. (11/97 - 2/00)

Director of Business Development.

Directed all aspects of business development, community and public relations, fundraising, institutional and governmental relations. Addressed strategic issues such as institute's overall growth and developed expansion plan. Raised \$4.5 million in operating and capital campaign monies.

Pacific and Asian Affairs Council, Honolulu, Hawaii. (6/93 - 10/97)

Executive Director.

Oversaw operations of Hawaii affiliate of World Affairs Council. Delivered educational outreach and community forums to 8,000 people per year. Took organization from deficit funding to secure financial footing, while doubling budget and staff. Developed world's first Model APEC.

Pacific Rim Foundation, Honolulu, Hawaii. (10/90 - 6/93)

Executive Director.

Directed projects to increase international understanding in Hawaii. Developed international, national and local contacts to expand awareness. Built strong partnership with Hawaii State Legislature, securing state funding for first ever UH Community College International Affairs program.

Law Office of Sandler, Greenblum & Bernstein, Arlington, Virginia. (12/88 - 9/90)

Assistant Office Manager.

Managed legal and support departments of rapidly expanding international law firm. Supervised doubling of staff to 60, conducting interviews and hiring. Had extensive contact with foreign clients (European and Asian).

Law Office of Sandler, Greenblum & Bernstein, Arlington, Virginia. (1/87 - 12/88)

Legal Assistant. Performed paralegal and administrative duties for partner.

Office of U.S. Senator Daniel K. Inouye, Washington, D.C. (1986)

Intern. Assisted with various office tasks.

Tokai University, Kumamoto, Japan. (4/83 - 5/85)

English Lecturer. Developed own curriculum and taught English classes at two campuses.

Developed and directed summer study tour with classes at University of Hawaii.

University of Hawaii, Honolulu, Hawaii. (Summers 1982 - 1987)

English Teacher. Taught intensive English to foreign students.

EDUCATION

M.A., International Affairs. **George Washington University, Washington, D.C. 1987.**

Emphasis on East Asia. Graduated with honors.

B.A., French. **University of California, Santa Barbara, California. 1981.**

Attended l'Universite de Paul Valery in Montpelier, France on Education Abroad Program. 9/80 – 6/81.

Graduated with high honors.

The Kamehameha Schools. Kapalama Heights, Honolulu, Hawaii. 1977.

Graduated with highest honors.

COMMUNITY SERVICE & MEMBERSHIPS

Punawai O Pu`uhonua. New Market Tax Credits advisory board member since 2011.

Hawaii Society of Business Professionals. Past-President, current VP. Board since 2000.

Native Hawaiian Hospitality Association. Board of Directors since 2005.

Pacific Arts Foundation. Board of Directors since 2007.

Friends of East-West Center, Board of Directors since 2011

`Olelo Community Media, Board of Directors since 2006.

Honolulu City & County Planning Commission. 2002-07; Chair 2005-07.

State Strategic Highway Safety Plan Advisory Council. 2006-07.

Hawaii Angels (Investor Group). Member since 2011.

Native Hawaiian Chamber of Commerce. Member since 2002.

Prince Kuhio Hawaiian Civic Club. Lifetime Member since 1991.

Previously served as Member of Boards of Directors of the Kamehameha Schools Alumni Association, University of Hawaii College of Arts and Sciences, and the Vietnamese-American Chamber of Commerce of Hawaii.

LANGUAGES: French, Japanese (limited written skills), some Spanish, conversational Hawaiian.

Office of the City Clerk
CITY AND COUNTY OF HONOLULU
STATE OF HAWAII

Certificate

I, Bernice Mau, City Clerk of the City and County of Honolulu, State of Hawaii do hereby certify that,

DIANE PETERS-NGUYEN

a resident of the City and County of Honolulu, State of Hawaii is a duly registered elector (voter) of the

Precinct 04 Representative District 51, State of Hawaii

Affidavit No. 9073367 Registration Date: 10/04/1990

Birth Date: 06/23/1958

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City and County of Honolulu to be affixed this 23 December 2013.


Signature of Elector


City Clerk

City and County of Honolulu
State of Hawaii